

## Statewide Standard Citation Quick Reference Guide Web Version

Write information in blank field **under** description.

Field Name / Label on Citation	Field Description	Purpose
Bar Code	Digital citation number	No pen strokes permitted in barcode field
Citation Number	Unique number assigned to citation. Number associated with agency issuing ticket. 12 Digits: 2-digit: County # 2-digit: Unique agency # 8-digits: Sequential numbering, agency can include year in sequence	Ease of tracking for agencies, courts, and defendant to pay on web or by phone
Bar Code	Digital representation of citation number; unique number for every ticket	Ease of citation processing <b>No pen strokes within the barcode field</b>
County Name	County where offense occurred	Fine-Split
CN/ICR	Case # or report # at issuing agency's discretion (Not State patrol event #)	Agency case number
Identification	DL = Drivers License DVS Website Photo ID FP = Finger Print Other	Method defendant identified by officer
Name	Full first, middle (not initial), last name. Add suffix: Jr./III	Identification
Address - Street, Apt #	Subject's residence street address, not mailing address	Identification
DOB (mm/dd/yyyy)	Subject's date of birth from DL, ID Card, otherwise verbal	Identification
Height	Height: Feet & inches e.g. 6'4"	Identification
Weight	Weight of citee	Identification
Eyes	Eye color of citee	Identification
Gender	Subject's gender	DPS Requirement
Juvenile's Guardian Address	Name & address of parent or guardian if offender a juvenile	Used to notify juvenile parent/guardian of offense
Vehicle Lic. No.	License plate number	DPS Requirement
State	State that issued plate	DPS Requirement
Make	Manufacturer of Vehicle	DPS Requirement
Style	Type of Vehicle	DPS Requirement
Style of Vehicle		
16+ Passenger	Farm	Passenger
Bicycle	Motorboat	Road Tractor
Bus	Motorcycle	School Bus
Construction	Motorized Bike	Semi-truck
Equipment	Off-road Motorcycle	Snowmobile
Electric Bike	Off-road recreational	Tow Truck
Emergency	Other	
16+Pass	Commercial transport 16+ passengers	DPS Requirement
Date of Offense	Date of violation	DPS Requirement

Field Name / Label on Citation	Field Description		Purpose
Time of Offense	Time of violation		Additional incident information
Accident/Crash	<b>Check all that apply:</b>		Provides additional detail if incident involved a crash
	Injury		
	Fatal		
	Pedestrian		
	Property Damage		
Driver	Citee driving vehicle		Identification
Owner	Citee is the owner		Identification
Passenger	Citee is a passenger		Identification
Operate	Citee operating equipment		Identification
Parked	Vehicle is parked		Identification
Booked	Offender was booked		Offender was booked
Offense Location	Address of offense		Fine split
City/Community Township	Must be identified by officer for proper fine distribution; specify subdivision of government, for example: City Township District (e.g. Sanitary district, 3 Rivers Park District, etc.) If none apply, note county name		Fine split
Charge Description	Word description of violation. List only one count per line.		Describes the violation
Statute/Ordinance	Number description of violation		Identifies the violation
PM, M, GM	Petty Misdemeanor		Identifies degree of the offense
	Misdemeanor		
	Gross Misdemeanor		
Speed MS169.14 (subd_____)	Officer <b>must</b> indicate specific subdivision violated for speeding violation.		Checkbox for ease of citation writing for agency, officer <b>must</b> note subdivision.
mph	If speeding offense, indicate the miles per hour the subject was driving.		Further defines violation
zone	Speed zone/Speed Limit		Further defines violation
No Seat Belt Use 169.686.1(a)	Seat belt not used by occupants of vehicle		Checkbox for ease of citation writing for officer
No Proof of Insurance 169.791	Driver did not provide proof vehicle was insured		Checkbox for ease of citation writing for officer
3 <sup>rd</sup> Violation	Indicates a 3 <sup>rd</sup> offense for subject, but the case would still be payable.		Checkbox for ease of citation writing for officer
AC Taken	Alcohol Concentration (Do not enter PBT)		Defines concentration
AC:	Results of the alcohol concentration test		Further defines the charge
Test type	Check applicable test		Defines type of test or refused
Unsafe Conditions Weather	Identify unsafe conditions:		Further defines incident
	Clear	Light rain	
	Cloudy Fog	Snow Sundown	

Field Name / Label on Citation	Field Description		Purpose
	Freezing rain Heavy rain Ice	Sunny Sunrise	
Endangering Life & Property	Indicates if life or property endangered. <b>If checked, then mandatory court appearance required by subject.</b>		Further defines violation
School Zone	If offense is in school zone, additional surcharge will only apply if specific zone statute used.		Further defines violation
Work Zone	If offense is in work zone, additional surcharge will only apply if specific zone statute used.		Further defines violation
DOT#	The USDOT# is put in the field. This is a number that identifies the carrier		Further defines violation
# of Pounds Overweight	Number of pounds vehicle is overweight		Further defines violation
Hazardous Material (DOT)	Indicates if vehicle transporting hazardous material		Further defines violation
Prosecutor	Office that provides prosecution (e.g. St Paul City Attorney). Tied to the community of offense.		Fine Split
Controlling Agency (CAG)	Number of agency issuing the citation		Fine Split and Criminal History
Page ____ of ____	Complete if multiple citations issued (e.g. Page <u>1</u> of <u>2</u> ; Page <u>2</u> of <u>2</u> )		Multiple citations, same incident
Copy Distribution	Original = Court's copy Yellow = Prosecutor copy Pink = Law enforcement copy Off-white-tag = Defendant/citee copy		

Questions? Email us at [state.standard.citation@courts.state.mn.us](mailto:state.standard.citation@courts.state.mn.us)